



State of Indiana
Indiana Department of
Correction

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04-06-101

POLICY AND ADMINISTRATIVE PROCEDURES

Manual of Policies and Procedures

Title

FLEET MANAGEMENT AND VEHICLE USE

| Legal References (includes but is not limited to) | Related Policies/Procedures (includes but is not limited to) | Other References (includes but is not limited to) |
|---|---|---|
| IC 9-21-20-3 IC 11-8-2-5(a)(8) IC 11-8-2-5(a)(9) IC 34-13-3-1 IC 9-18-3-5 | 04-01-101 04-01-102 04-03-103 | ACA: ACI 4-4197, 4-4198 JCF: 1C-17 CO: 2-CO-1B-08 IDOA – Vehicle Fleet Management Policy |

PURPOSE:

The purpose of this Policy and Administrative Procedure is to establish guidelines for the use, fueling, and maintenance of State-owned and privately owned vehicles during the performance of official State business.

POLICY STATEMENT:

In order to conduct official business, it may be necessary for staff to be assigned State-owned vehicles, either on a permanent or temporary basis. The assignment, operation, and maintenance shall be in accordance with all State statutes, rules, regulations, and Department Policies. State-owned vehicles shall be operated only for official State business, unless the Commissioner has authorized other uses in writing.

The Department shall establish a system of review to evaluate the appropriate, efficient, and effective assignment and use of vehicles for official business.

I. DEFINITIONS

For the purpose of this administrative procedure, the following definitions are presented:

- A. **AGENCY FLEET ADMINISTRATOR:** The IDOC Director of Fleet Management shall be considered the “Agency Fleet Administrator” and shall be the contact point for IDOA – Fleet Services.
- B. **COMMERCIAL DRIVER’S LICENSE (CDL):** The type of license required to operate a vehicle which:
 - a. Has a GVWR of 26,001 or more pounds;
 - b. Is designed to transport sixteen (16) or more passengers, including the driver; or,

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c. Carries hazardous materials and requires that a “hazardous materials” placard be affixed to it in accordance with federal statutes and rules.

- C. **COMMISSION NUMBER:** The identification number assigned to a state-owned vehicle. This number is the same as the license plate number, excluding vehicles that are assigned Administrative, Confidential or Correctional Police license plates.
- D. **DEAD-LINED:** A vehicle status denoting that the repairs needed for a vehicle makes it unsafe to drive.
- E. **SUPERINTENDENT:** The staff person assigned in a facility or office with the controlling responsibility for the facility or office (i.e. Facility Superintendent or Parole District Supervisor).
- F. **FACILITY FLEET COORDINATOR:** Staff designated by the Superintendent to oversee the state owned or leased vehicles assigned to a particular facility.
- G. **INCIDENTAL (*DE MINIMIS*) MILES:** Miles driven that do not add appreciably to the mileage between two (2) points (e.g., stopping at a grocery store, which is between the workstation and the commuting staff person’s home).
- H. **MAJOR REPAIRS:** Repairs necessary to make a vehicle drivable.
- I. **MINOR REPAIRS:** Repairs to a vehicle that does not change its drivability.
- J. **M5:** Abbreviation for M5 Fleet Focus System, a web-based database software program that tracks vehicle fleet information.
- K. **PREVENTIVE MAINTENANCE (PM):** Maintenance that is performed in regular intervals either based on mileage or time.
- L. **PERSONAL OPERATED VEHICLE (POV):** Any vehicle which is privately owned by Staff and is being utilized to conduct State business with prior supervisory approval.
- M. **STAFF:** Any and all persons employed by the Department, including contractors and volunteers.
- N. **STATE FLEET SERVICES:** The Division of the Indiana Department of Administration responsible for the operation, maintenance and replacement of state or leased vehicles, including the procurement of license plates.
- O. **STATE VEHICLE:** Any state-owned, leased, donated or rental vehicle procured by State funds and utilized to conduct State business.

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- P. VEHICLE: A motorized or non-motorized piece of equipment that requires a registration and/or a license plate by State Code. (I.e. trailers, dump truck, fire truck, etc.)
- Q. VEHICLE OPERATING PACKET: A packet of necessary paperwork and items needed to effectively and efficiently travel using a State vehicle.
- R. WORK ORDER: A paper or electronic document giving authorization to have a service or repair performed. The Work Order shall detail work accomplished and Detail all relative costs of service and repairs.

II. STATE VEHICLE ADMINISTRATION

A. Facility Fleet Coordinator

The Superintendent shall assign a staff position to act as the Facility Fleet Coordinator. The Facility Fleet Coordinator shall be knowledgeable with the assignment and use of State vehicles assigned to the facility. The Facility Fleet Coordinator shall direct the implementation and adherence of these procedures.

The Facility Fleet Coordinator shall review State Form 13696, REPORT OF VEHICLE MILEAGE, for all State vehicles assigned to the facility. The Facility Fleet Coordinator shall ensure that all vehicles are supplied with license plates and State/Departmental seals. The Facility Fleet Coordinator shall sign all logs as the "Driver" for vehicles with multiple drivers (pool vehicles) and the "State Agency" signature. State vehicles primarily assigned to one Staff member to perform State business shall sign State Form 13696 as the "Driver, and the Facility Fleet Coordinator as the "State Agency" signature.

The Facility Fleet Coordinator shall ensure that each State vehicle has the required paperwork included in a Vehicle Operating Packet. Each Vehicle Operating Packet shall contain, minimally, the following documentation and items:

1. Vehicle Assigned WEX Fuel Card;
2. Roadside Assistance Instructions Sheet;
3. Vehicle Accident Instructions Sheet;
4. Five (5) copies of SF 46808, "Notice of Property Loss-Tort Claim Form;" and,
5. Five (5) copies of Departmental Letter titled, "Advice Regarding Insurance on State-Owned Vehicles."

B. State Vehicle Purchase or Replacement

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Effective since January, 2005 all agency's Vehicle Fleet size has been either frozen or reduced. All vehicle procurement or replacement has been limited to a one (1) for one (1) exchange or to obtain one (1) vehicle the agency may be required to remove multiple vehicles.

Effective since January, 2012 all agencies must submit an Agency Replacement - Purchase Plan annually. These plans shall project purchases plans for the next six (6) fiscal years of anticipated fleet replacements/purchases. The submitted plans shall be evaluated and approved by Department of Administration (IDOA) and Office of Management and Budget (OMB).

Replacement of State vehicles shall be mainly considered on the following criteria; Life to Date (LTD) odometer exceeds 150,000 miles, all vehicles are required to be driven at least 12,000 business miles annually; this requirement is not applicable to emergency or other specialty type vehicles (fire trucks, ambulance, or bucket). In addition vehicle operational and repair cost shall be a critical factor utilized in this criterion.

C. State Vehicle Surplus or Transfers

Department-owned vehicles may be considered for surplus or transfer with the consent of the Superintendent. Upon a determination that a vehicle is no longer of use to the facility, removal of the vehicle shall be conducted in one of three ways; Transfer, Sale or Salvage. The Facility Fleet Coordinator shall notify the Agency Fleet Administrator of all intended surpluses or transferred of vehicles. Final determination of the disposition of any vehicle will be done with the consultation of the Agency Fleet Administrator.

Under no circumstances shall a State vehicle be "used for salvage parts" once State Form 13812, NOTIFICATION OF SURPLUS STATE PROPERTY is completed. All vehicles shall remain intact and in the same or similar condition as when the request to surplus the vehicle was submitted until the disposition decision has been received. Disposition is not completed until another facility, agency or authorized private vendor takes control of the vehicle.

TRANSFER

The transfer of vehicles from one facility to another shall be done with approval of both Superintendents and the knowledge of the Agency Fleet Administrator. All inter-facility transfers are to be completed with the completion and signature needed on State Form 44827 RECORD OF TRANSFER OF FIXED ASSETS and copied to the Agency Fleet Administrator. Transfer will not be complete until the vehicle is transferred within the Encompass Asset Management System to the receiving location.

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The transfer of vehicles from one agency to another shall be done with approval of Agency Commissioners, approval by IDOA - Fleet Services Director and the knowledge of the Agency Fleet Administrator. All inter-agency transfers are to be completed with the completion and signature needed on State Form 13812, NOTIFICATION OF SURPLUS STATE PROPERTY, making sure to check the transfer box and copied to the Agency Fleet Administrator.

SURPLUS or SALE

Removal of a vehicle by means of sale or surplus requires submission of a justification for the surplus request, recent pictures of the vehicle and a completed State Form 13812, NOTIFICATION OF SURPLUS STATE PROPERTY (attachment V) to the Agency Fleet Administrator for review and processing. Agency Fleet Administrator shall verify the accuracy of the form and forward document onto the IDOA – Fleet Services Director.

D. Vehicle Registration and License Plate

License plate(s) for state vehicles shall be assigned the same numerical indicators as the assigned Commission Number issued by State Fleet Services, excluding vehicles with Administrative, Confidential, and Correctional Police plates. Vehicles with Administrative, Confidential, or Correctional Police license plates shall be assigned a Commission Number that remains with that vehicle for the duration of its life. The license plates and Commission Number are issued once and can only be changed by State Fleet Services. The license plate shall remain with the vehicle until it is declared sold or destroyed. Before immediate sale or destruction of vehicle, the license plate(s) shall be removed and returned to the Agency Fleet Administrator and then forwarded to the State Fleet Services.

When the agency purchases a new or used vehicle, the Agency Fleet Administrator shall ensure that the seller provides the following documentation to IDOA:

1. CERTIFICATE OF ORIGIN for a new vehicle or a CERTIFICATE OF TITLE for a used vehicle;
2. ST-108, CERTIFICATE OF GROSS RETAIL or use Tax Exemption for a new vehicle or USE TAX PAID ON PURCHASE OF MOTOR VEHICLE for used vehicles;
3. ODOMETER STATEMENT verifying the mileage on the vehicle. The Odometer statement may be found on the CERTIFICATE OF ORIGIN or the CERTIFICATE OF TITLE or it may be a separate document;

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4. Copy of **PAID** Receiver or copy of Auditor's fiche; and,
5. Out of State purchase of a vehicle will require the completion of State Form 39530, "PHYSICAL INSPECTION OF A VEHICLE OR WATERCRAFT."

The name of the purchaser on these forms shall be listed as the "Indiana Department of Administration" and the address as: Room W478, Indiana Government Center - South, Indianapolis, Indiana 46204.

These forms shall be reviewed to ensure proper completion and submitted to the Agency Fleet Administrator. The Agency Fleet Administrator shall review the certificates and submit them to the State Fleet Services, Indiana Department of Administration for issuance of vehicle registration and the license plate.

Per the Indiana Department of Administration policy, each Facility shall ensure that State license plates are maintained in good condition and are readable. When license plates are not in good condition, the Facility Fleet Coordinator shall submit a request for a duplicate license plate to the Agency Fleet Administrator. The Agency Fleet Administrator shall submit the request for duplicate license plate to the State Fleet Services. The duplicate license plate shall be exchanged for the old license plate. The old license plate shall be returned to the Agency Fleet Administrator. The Agency Fleet Administrator shall return the old license plate to the Indiana Department of Administration, State Fleet Services for final disposition.

- E. Administrative, Confidential or Correctional Police License Plate and State Seal Waiver Request

The Commissioner may approve, in accordance with all applicable statutes, requests for Administrative, Confidential, or Correctional Police license plates and the waiver of Departmental seals on Department vehicles. This approval shall be based upon the security needs of the staff person and the overall use of the vehicle.

Pursuant to IC 9-18-3-5, the Agency Fleet Administrator shall prepare a request to the Commissioner of the Department of Administration for the continued issuance of Administrative or Confidential license plates and waiver of state seals. This request shall be based upon:

1. The use of the vehicle for investigative purposes;
2. The security needs of the vehicle use;
3. The necessity for confidentiality and anonymity of the vehicle in the community; and,
4. The security and safety of the driver.

The Administrative or Confidential plates and Justifications are renewed annually.

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F. Data Collection - Logs, Forms, and Records

A master record log shall be maintained for all state vehicles leased or owned by the Department. This record and/or log shall be maintained in the statewide database system (M5 – Fleet Focus) and an optional hard copy file if deemed necessary by the facility.

The data collection shall include the daily input of information into M-5 concerning the following vehicle information; location listing, vehicle basic identification information, maintenance, repairs, labor, parts, month end mileage readings, and daily fueling.

If the facility deems necessary, a hard copy file maybe kept, however this file shall be per individual vehicle and filed by state commission number and shall maintain at minimum any signed documentation for the vehicle. Any of the following documentation; Approved written justification for permanently assigned vehicles, approved justification for Administrative, Confidential, or Correctional Police license plates/waiver of state seals, transfer forms, surplus form, and etc.

The facilities shall identify and track the following information detailing the use of the vehicle(s) per destination. Vehicle use by; date, driver, destination, number of staff traveling, number of offenders transported, and mileage traveled.

G. State Form 13696 - REPORT OF VEHICLE MILEAGE

State Form 13696 – “REPORT OF VEHICLE MILEAGE and COST” form shall be completed daily for each separate travel destination and turned over to the Facility Fleet Coordinator at month’s end for compilation of each state vehicle assigned to the facility/Department. State Form 13696 shall record all fuel purchases, maintenance, replacement and repair costs. The driver of the vehicle shall complete this form for any travel incurred and initial the entries related to his/her specific use of the vehicle. The Facility Fleet Coordinator shall sign as the “Driver” on State Form 13696 REPORT OF VEHICLE MILEAGE at month’s end if the vehicle routinely has multiple drivers. Vehicles that are primarily used by one staff member, the staff member shall sign the form as the “Driver” at month’s end. After all forms are reviewed for accuracy and compiled, the Facility Fleet Coordinator or Superintendent shall sign as the “State Agency” and be stored in accordance to the rules set forth by the Auditor’s Office , for review by the State Board of Accounts. All fuel receipts shall be attached to the State Form 13696 and stored in accordance with the Indiana Commission on Public Records retention schedule.

H. Vehicle Fueling and Fuel Depot Operations

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1. State Fuel Cards:

The State of Indiana contracts with private fuel fleet vendor to supply a credit card type of purchasing system for state employees to purchase fuel for State vehicles or State leased vehicles from commercial operated fuel stations while traveling.

State Fuel Cards are assigned by Fund Center and to a specific vehicle. The fueling information from a transaction is electronically loaded into M5 Fleet Focus System (M5), which allows for the tracking of cost to operate the specific vehicle. The fuel fleet vendor allows the State to apply a self identification (Customer Vehicle ID) for each card and needs to be identified when placing the request for the card.

A State Fuel Card can be used to fuel leased vehicles, equipment or portable fuel cans but shall be a "Departmental Fuel Card" which is only assigned to a Fund Center. It is strongly recommend that the "Departmental Fuel Cards" be self identified so that the billing can be tracked between equipment fueling and lease vehicle fueling. The "Customer Vehicle ID" can be used for this tracking.

2. State Vehicle Fueling;

First priority for the fueling of State vehicles shall be done at the nearest IDOC operated fuel depot, then at another State Agency operated fuel depots, otherwise in the most cost efficient and effective manner at a public vendor that accepts the State Fuel Card. Facilities within the proximity of State Fleet Services Maintenance Facility may use this operation to fuel their vehicles.

All transactions in relation to the fueling of State vehicles and fuel depot operations shall be recorded into the M5.

Fueling of Non-State Owned Vehicles or POV is not allowed from a State operated fuel depot.

a. Fueling from a State Fuel Depot;

- 1) Island Control Unit (ICU) Type – This type of fuel depot requires the use of the State's fuel credit card to dispense fuel. Once the card is slid through the reader the driver will be prompted to enter a pin number and the current odometer reading. No receipt will be given out of this system.

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The issuing of fuel using this type of transaction is electronically recorded into M5.

- 2) Paper Process Type – This type requires the completion of State form 35262 RECEIPT FOR VEHICLE SERVICE shall be completed. Prior to signing this form, the driver shall ensure that the form is complete and contains the following:

- a) Date;
- b) State agency;
- c) Vehicle make and year;
- d) Account number;
- e) Mileage;
- f) Commission Number;
- g) License number;
- h) Serviced by; and,
- i) Assigned facility.

The driver shall print his/her name and then sign the receipt. The driver shall ensure that his/her signature and all other information are legible. This form shall be attached to State Form 13696 REPORT OF VEHICLE MILEAGE AND COST,” and submitted to the Coordinator. The purchase of any gasoline, petroleum product or repairs to a State vehicle shall be charged to the facility or institution that the vehicle is assigned.

Fuel depot personnel shall be responsible for all entering all fuel transaction into M5.

- b. Fueling from a Public Vendor

Public Vendor Fueling - This type of fuel depot requires the use of the State’s fuel credit card to dispense fuel. Once the card is slid through the reader the driver will be prompted to enter a pin number and the current odometer reading. A receipt shall be obtained for the transaction, recorded on, and attached to the mileage log.

The issuing of fuel using this type of transaction is electronically recorded into M5.

3. Accountability of Product Inventory

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- a) All product transactions in relation to the fueling of State vehicles and fuel depot operations shall be recorded into M5.
 - 1) The receipt of bulk fuel deliveries are to be recorded within M5 in addition to Encompass.
 - 2) The issuing or dispensing of fuel from the fuel depot is to be recorded into M5. Fuel issued or dispensed to a State vehicle shall be recorded as such and requires the input of the odometer and driver at such time.
 - 3) The issuing or dispensing of fuel to equipment or off-road vehicles is to be recorded into M5.
 - 4) The current product levels on hand in the fuel depot tanks shall correlate with the stated levels within M5.
- b) Reconciliation of product levels for the fuel depot tanks shall be conducted at minimum weekly.

The measurement (sticking or reconciliation) of product levels shall be recorded into M5.
- c) The storage and dispensing of fuel shall be conducted within the standards and guidelines set forth by IOSHA, ISDH, IDEM, and IDOC.

I. Vehicle Maintenance and Automotive Garage Operations

1. State Vehicle Maintenance:

All State vehicles assigned to IDOC shall be maintained at the nearest IDOC operated Automotive Maintenance Garage or otherwise in the most cost efficient and effective manner. Facilities within the proximity of IDOA State Fleet Services Maintenance Facility or an approved INDOT operated Automotive Maintenance Garage may use these operations to maintain their vehicles.

Facility Fleet Coordinator, with the assistance of the Automotive Maintenance Garage staff, shall ensure that State vehicles assigned to the facility are properly maintained in full operational order.

Facility Fleet Coordinator and/or the Automotive Maintenance Garage shall maintain a historical maintenance data on all IDOC State vehicles assigned to that location. This data shall, at minimum, be kept and updated on a daily basis within the M5 Fleet Focus System (M5).

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All vehicle preventative maintenance and repairs shall be recorded to a Work Order inside of M5. All maintenance and repair services for vehicles being performed by a commercial garage shall be recorded into M5 as a “Commercial Work Order”.

a. PM - Preventative Maintenance Schedule

State vehicles shall be maintained at a minimum according to (Attachment A) “State Vehicle Preventative Maintenance Schedule”.

In addition vehicles shall have a detailed cleaning and inspection program that ensures that every vehicle is completed using the IDOC AUTOMOTIVE PREVENTATIVE MAINTENANCE CHECK LIST (Attachment I) in accordance to the below schedule. In addition the IDOC AUTOMOTIVE PREVENTATIVE MAINTENANCE CHECK LIST shall be completed for any State vehicle that requires any service.

Inspection: A Preventative Maintenance that is mainly a visual inspection except where noted on form; Performed at intervals according to the age of the vehicle;

Transportation and Perimeter Patrol Vehicles: every 30 days regardless of age

All other vehicles: every 90 days

State Vehicles’ Preventative Maintenance (PM) shall be forecasted via

M5. IDOC Automotive Maintenance Garage shall notify the appropriate Facility Fleet Coordinator when PM Work Request is generated. The Coordinator shall then schedule and ensure that the PM work is completed within 10 working days of the forecasted due date. As the vehicle ages and mileage accumulates, there will be additional preventative maintenance required.

1. Vehicle Preventative Maintenance (oil change and PMI) is performed every 180 days or 5,000 miles, whichever is first.
2. Vehicle undercarriage is to be cleaned after every Winter to remove salt and grime. This shall be completed before the end of April annually.

b. Repairs (Non – Preventative Maintenance)

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State vehicle repairs shall be conducted at an IDOC Automotive Maintenance Garage unless the vehicle is not-road worthy and/or is not cost effective to be transported.

2. IDOC Automotive Maintenance Garage Operations

IDOC Automotive Maintenance Garages shall perform preventative maintenance and repair services based on the operational needs of all IDOC facilities and maintenance shall be planned accordingly.

All vehicle maintenance and repairs shall not be initiated without an open M5 Work Order unless for reasons stated within this Administrative Procedure or in the event of emergency. The only exceptions are the quick and minor repairs that can be performed; however, a Work Order must still be generated to record the work afterward (i.e.: replacing windshield wipers, topping off fluids or tire pressure).

All maintenance and repair operations are to be conducted within the rules and guidelines set forth by all Local, County, State, and Federal governmental agencies.

Vehicle Parts and Products ordered specifically to repair or maintain a vehicle shall be added to the M5 Work Order. Vehicle Part's and Product's Inventories shall be maintained in M5 and shall be issued out to a vehicle via a M5 Work Order. All parts and products are to be charged out at cost.

IDOC Automotive Maintenance Garages that use offender workers shall be required to visual and physically inspect the work completed by the offender labor.

J. State Vehicle Assignment

Staff positions authorized to have permanently assigned state vehicles, including use of the vehicle for commuting to and from work, shall be determined and assigned by the Commissioner or designee.

There are two different Permanent Assignment Designations;

- PATH – Permanently Assigned Take Home
- PAD – Permanently Assigned Designated

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The permanent assignment of vehicles shall meet the travel requirements and regulations set forth by the State Auditor office in the “Accounting Manual – Chapter 11 – Travel” and the “State of Indiana - Vehicle Fleet Management Policy - Indiana Department of Administration”.

Staff assigned a State vehicle may stop on the way to or from a business destination for personal reasons. Such a stop shall be considered incidental miles and need not be reported as personal use of the state vehicle.

a. PATH Vehicle Assignments:

Staff assigned a PATH State vehicle shall annually complete State Form 53846 JUSTIFICATION OF TAKE HOME VEHICLE ASSIGNMENT and forward the form to the Agency Fleet Administrator. This assignment allows the assignee to drive the vehicle to and from their assigned work station and their residence.

Staff permanently assigned a PATH State vehicle shall be responsible to complete the all tax liability forms as required by State Auditor office in the “Accounting Manual – Chapter 11 – Travel”. In addition to these guidelines IDOC requires that the driver claim two commutes daily - five days a week excluding holidays and vacation days, for use of the State provided vehicle. The required State Form 49632 EMPLOYEE STATEMENT OF EMPLOYER PROVIDED VEHICLE USE is to be completed on a bi-weekly basis coinciding with the assignees payroll cycle.

Staff permanently assigned a State vehicle shall advise the Agency Fleet Administrator when the vehicle is returned, retired, or replaced. The retirement, replacement, or reassignment of assigned vehicles requires the re-completion of these forms.

b. PAD Vehicle Assignments

Staff assigned a PAD state vehicle shall annually complete JUSTIFICATION OF PAD VEHICLE ASSIGNMENT (Attachment II) form and forward the form to the Agency Fleet Administrator. This assignment allows the assignee to obtain the vehicle from an approved parking location and then proceed to conduct travel involving State business. Upon completion of State business the assignee shall return the vehicle to its assigned parking location. This vehicle is not to be parked at the assigned driver’s residence unless it is cost effective to the State for the assignee to leave from his/her residence. Each individual occurrence must have written approval by the assignee’s supervisor.

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c. POOL Vehicle Designation

This designation is given to vehicles that are driven by more than one individual and is available to use for state business travel.

d. TASK Vehicle Designation

Certain vehicles shall be designated “TASK” vehicle/equipment due to their primary function. This primary function eliminates them from being used for other functions (i.e. trailers, dump truck, fire truck, vans with security screening, etc.). “TASK” designation may exclude the vehicle from the 1,000 business miles traveled monthly requirement.

e. Correctional Police & Emergency Vehicle Designation

The Commissioner may designate certain State vehicles in the Department as emergency or Correctional Police vehicles. The Emergency vehicles shall be equipped with flashing white and red lights and sirens for use in emergency service. Staff designated as Correctional Police Officers shall have the capability to operate vehicles equipped with flashing blue and red lights and sirens for use in emergency service.

The designation of an emergency vehicle shall be limited to vehicles permanently assigned to specific staff persons and to vehicles used to transport staff/offenders in the event of emergencies. Additionally, other vehicles such as Department-owned ambulances and fire trucks may be designated as emergency vehicles during life-threatening situations. These vehicles shall be equipped with the appropriate lights and sirens as well as mobile communication equipment. The Superintendent may determine when an approved State vehicle shall be used as an emergency vehicle in the discharge of official duties such as escapes or assistance with roadblocks.

The Department’s Chief of Police in conjunction with the Division of Staff Development and Training shall develop and maintain a training program for staff that operates an emergency vehicle. Staff shall be trained in the safe and proper use of emergency vehicles. Only staff that has received this training shall be authorized to operate an emergency vehicle during an emergency.

III. STATE VEHICLE OPERATION

The procedures in this section apply to the operation of vehicles that are being supported or reimbursed with State or Grant Funds utilized in the process of conducting State business.

A. Authorized Operator

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1. Departmental staff (excluding contractual staff and volunteers) that meets the following criteria may operate a State vehicle to conduct official State business:
 - Holds a valid INDIANA driver's license or a verified valid nearby state license with current residence listed,
 - Complete the CBT Training – “Operating a State, Rental, or POV Vehicle”.
2. Contractual staff that meets the following criteria may operate State vehicles on State property only:
 - Holds a valid INDIANA driver’s license or a verified, valid nearby state license with current residence listed,
 - Completes the CBT Training – “Operating a State, Rental, or POV Vehicle.”

B Authorized Passengers

Only State staff and offenders engaged in official State business may be transported in a State vehicle. Commissioner or designee may authorize Departmental contractors, volunteers, and private individuals to be transported in a state vehicle; however these individuals must complete SF 53845 WAIVER OF LIABILITY, prior to travel.

Special Notice: While State of Indiana employees are covered by Workman's compensation while in official travel status, no medical or liability insurance coverage is provided for non-State employees riding in State vehicles.

C. Operator Responsibilities

The key factor in the safe and proper operation of State vehicles is the individual vehicle operator. Every operator is expected to carefully read, understand and adhere to this Policy and Administrative Procedure. It is the responsibility of the individual operator to obey all traffic regulations.

Operator shall inspect the vehicle prior to operation and determine whether there is any damage to the vehicle and whether the vehicle is roadworthy. Prior to or while operating a State vehicle the operator does notice or determine there is unsafe conditions that prevent the vehicle from being operated, the operator shall immediately notify the Facility Fleet Coordinator.

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The Operator shall ensure the State vehicle he/she is assigned to drive contains a Vehicle Operating Packet. Vehicle Operating Packets shall contain, at minimum, the following documentation and items:

1. SF 13696, "REPORT OF VEHICLE MILEAGE AND COSTS;"
2. The original issued vehicle registration;
3. Vehicle-assigned WEX Fuel Card
4. Roadside Assistance Instructions Sheet;
5. Vehicle Accident Instructions Sheet;
6. Five (5) copies of SF 46808, "NOTICE OF PROPERTY LOSS-TORT CLAIM FORM; and,
7. Five (5) copies of Departmental Letter regarding, "Advice Regarding Insurance on State-Owned Vehicles."

In the event of being involved in an accident while conducting state business or driving state vehicles refer to Section V. - ACCIDENTS INVOLVING STATE VEHICLES

D. Responsibility for Vehicle

The operator is responsible for the safe operation and security of the vehicle.

- Always lock the doors when the vehicle is parked.
- Do not leave ignition keys in the vehicle.
- Keep all fuel cards in a safe place or in your possession at all times.
- Do not leave the engine idling while unattended.
- Place all valuables in the trunk of the vehicle to discourage theft.

E. Operator's License

All operators must hold a valid Indiana operator's license or a verified valid nearby state license with their current residence listed. This license shall be appropriate to the type of vehicle being driven. Operator's license must be carried at all times while operating a motor vehicle.

F. Recording Travel

The State vehicle operator shall be responsible for completion of State Form 13696 REPORT OF VEHICLE MILEAGE and COST and shall include an entry for every destination traveled. Generalizations are not acceptable. Staff traveling within a city or a county shall specify the addresses traveled to and from. When traveling between

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State facilities, facility names or acronyms can be used, in all other instances addresses must be used. The "Reason for Travel" section shall be completed with an entry explaining the purpose of travel, such as "meeting with Superintendent," "parolee visitation" or "meeting with school official."

Use of vehicles solely on State grounds may be generalized per shift by recording the mileage at the end of the shift on State Form 13696, REPORT OF VEHICLE MILEAGE and COST. All gas/oil use and maintenance/repairs shall be recorded at the time of occurrence. All vehicle travel off state grounds shall be recorded in detail and shall not be generalized.

G. Traffic Rules and Regulations

State vehicles shall be operated in accordance with all applicable traffic rules and regulations. When operating a vehicle, staff shall consider weather, traffic, road conditions, and drive defensively with respect to other vehicles and pedestrians.

Staff shall not operate a vehicle on Department business while under the influence of controlled substances or alcohol. Staff legally prescribed medication by a licensed medical practitioner that may impair their ability to operate a vehicle shall immediately notify his/her immediate supervisor prior to the beginning of the work assignment. The possession and/or use of controlled substances, other than legally prescribed medications, are strictly prohibited and any such use or possession may result in disciplinary action up to and including suspension and termination.

Staff shall not operate a vehicle on Department business with any measurable amount of alcohol in their blood stream. As a rule, staff should not consume alcohol for eight (8) hours prior to the beginning of a shift which may require them to operate a motor vehicle. Staff who has consumed any form of alcohol within four (4) hours prior to the start of their work assignment shall notify their immediate supervisor upon arrival at the work site or as soon as they are informed that they will be required to operate a vehicle. Additionally staff involved in a vehicle accident shall not consume any type of alcohol for a period of eight (8) hours following the time of the accident.

Un-manifested alcohol or products containing alcohol shall not be transported in any State vehicle. Staff shall not use or possess any type of alcoholic beverage on State property, including while in a State vehicle.

Citations for violations of traffic rules and regulations, both moving and non-moving violations (e.g. speeding or parking tickets), shall be reported to the staff member's immediate supervisor or designee immediately upon return to the facility. Sanctions imposed for the violation of traffic rules and regulations shall be the responsibility of the staff member. Violations of traffic rules and regulations may be cause for disciplinary action in accordance with State Personnel Department rules.

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H. Care of Vehicle

The operator and passengers are required to maintain the cleanliness of the vehicle's interior and exterior. This is applicable to all staff driving a pool or assigned vehicle. Car Wash facilities or services are located at most IDOC facilities and at the State Motor Pool garage; vehicles must be cleaned or kept clean to promote a professional image for IDOC. Car washes may be placed onto fleet fuel card at a rate of once a month and shall be the used only as last resort.

It is the responsibility of each staff member who drives a State vehicle to know how to check the tires' air pressure, oil, windshield washer fluid, and other vital fluid levels in the State vehicle he/she is driving. In the event that a staff member does not know how to perform these tasks, it is the driver's responsibility to consult with his/her supervisor on where the proper instructions may be obtained.

It is the operator's responsibility to know the meaning of each dash warning light or signal indicators for the State vehicle he/she is driving. The vehicle's Owner's Manual may be reviewed to obtain this information, or the operator's supervisor may be consulted for assistance. In the event of a dash warning light or other indications that the State vehicle is operating poorly or inefficiently, the operator shall cease operating the State vehicles and seek assistance before operating the vehicle.

Oil, windshield washer fluids, other vital fluids, and tire pressure levels shall be checked each time fuel is purchased. Any mechanical problems or body damage shall be reported to the Facility Fleet Coordinator.

I. Overnight Retention

The conditions under which a State vehicle may be retained overnight are as follows:

- When the staff's home is located some distance from the Facility/Station and such retention would result in the State significantly saving in the staff paid time or/and distance traveled. (i.e. driver lives south of Facility/Station and is traveling further south to conduct state business)
- If staff is required by reason of Official State duties to return from a trip outside of standard working hours, the vehicle may be retained at home over night, provided it is returned to the Facility/Station the following morning and has long as this meets the previous cost savings criteria.

J. Out of State Travel

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Use of a State vehicle for Out-of-State Travel” requires prior written approval; operator must complete and submit State Form 823, “REQUEST FOR OUT OF STATE TRAVEL TO OBTAIN THE PROPER APPROVAL.”

IV. PERSONAL OPERATED VEHICLE

A. Use of Personal Vehicle

Whenever possible, staff shall use a State vehicle when traveling on Department business. During times when a State vehicle is not available and staff may operate a personal vehicle on Department business with Supervisor’s approval; Driver shall obey all traffic laws and report any citations/arrests for violations of traffic laws. Prior to driving a personal vehicle to conduct State business, the staff person shall be familiar the following procedures.

B. Reimbursement of Personal Vehicle Usage

Reimbursement for miles driven in a personal vehicle while on Department business shall be in accordance with the State Travel Rules and Regulations and the administrative procedures for Policy 04-01-102, "Business Expense Reimbursement." Reimbursement includes prorated cost for insurance, wear and tear, and fuel usage. Staff shall complete all necessary forms accurately and in full.

C. Staff Assigned a PATH State Vehicle

Staff assigned a PATH State vehicle shall not use a personal vehicle for Department business without securing prior approval from the Agency Fleet Administrator. Whenever possible, staff shall use a State pool vehicle when traveling on Department business.

D. Authorized Passengers

Offenders, including parolees, shall not be transported in a personal vehicle except in emergency situations or with prior approval of the Superintendent/District Supervisor.

V. ACCIDENTS INVOLVING STATE VEHICLES

A. Operator Responsibilities

Staff shall take the following steps if involved in an accident while conducting Department business:

1. Do not move the vehicles involved unless additional vehicle damage or

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personal injury may occur. Contact the Indiana State Police to investigate the accident. If the State Police cannot investigate the accident or if there would be an excessive delay in the arrival of the State Police, local police (city or county) may investigate the accident. All accidents must be investigated by a police agency if a vehicle operated on Department business is involved with a private property or on the public roadways.

2. In the event the accident involves only State vehicles on State property with no personal injuries or private property damage, only a completed incident report is to be forwarded to the Central Office.
3. Staff involved in an accident while conducting Department business in their personal vehicle may have to follow additional guidelines per their individual insurance carrier.
4. In the event that towing services are needed, State vehicles shall be either towed to the nearest Department facility or State Motor Pool.
5. Staff shall cooperate fully with the investigating police officer; however, opinions or statements of liability shall not to be made to the police officer or the other driver(s).
6. Staff shall contact their workstation immediately to report the accident and to arrange to have any offenders present transported to the original destination or to a facility, if necessary. The information provided shall include the time of accident, other driver's name and address, extent of damage, any injuries or deaths, and the investigating police agency.
7. Staff shall provide all involved parties in the accident a copy of the SF 46808 NOTICE OF PROPERTY LOSS-TORT CLAIM and a Departmental letter regarding "Advice Regarding Insurance On State-Owned Vehicles" (Sample provided Attachment III).
8. Immediately upon returning to the facility/office, staff, if not hospitalized, shall prepare a written report to the Superintendent/Supervisor detailing the accident. Staff shall complete State Form 43287, ANALYSIS OF TRAFFIC ACCIDENT. This form shall be completed accurately and in full. The original form shall be sent to the Agency Fleet Administrator and a copy maintained at the facility/office. Staff shall also complete SF 55434, "AFFIDAVIT-PROOF OF FINANCIAL RESPONSIBILITY FOR EMPLOYER OR RENTAL VEHICLE," and submit electronically to the Facility Fleet Coordinator.
9. Staff involved in accidents not requiring an investigation shall submit a

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completed Incident Report to Superintendent/Supervisor with a copy forwarded to the Agency Fleet Administrator.

B. Facility Fleet Coordinator Responsibilities

The Facility Fleet Coordinator shall ensure that all information on vehicle accidents involving State vehicles is received and processed. The Facility Fleet Coordinator shall send written notification to the Agency Fleet Administrator within twenty-four (24) hours of any accident. This notification shall contain the names and addresses of the staff and other parties involved, the location, time of the accident, the details of the accident, and the law enforcement agency investigating the accident.

In the event of a major accident (i.e. those accidents involving severe injury, death, or massive property damage) the Facility Fleet Coordinator shall telephone the Attorney General's Office, Investigations Section (contact information below), the Agency Fleet Administrator, and all appropriate Central Office staff, immediately upon notice. If the accident occurs during hours other than regular business hours (i.e. evenings or weekends) the Facility Fleet Coordinator shall contact the Attorney General's Office and the Agency Fleet Administrator as soon as possible on the next workday.

Special Investigations Division
Office of Attorney General
302 West Washington Street
Indianapolis, Indiana 46204
(317) 232-6335 office
(317) 232-6227 fax

The documents listed in subsection C shall be submitted to the Agency Fleet Administrator within three (3) working days of the date of the accident. If not all of the required information is available within this time period, the available information shall be submitted and the remaining information shall be submitted within ten (10) business days.

C. Documentation Submitted to Central Office

The following documentation shall be submitted electronically to the Agency Fleet Administrator:

1. A written statement from the staff involved and any witnesses who wish to make a statement. These statements shall be limited to the facts and shall not include opinions;

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2. A copy of State Form 23558, INDIANA OFFICER'S STANDARD ACCIDENT REPORT, or similar report prepared by the investigating officer;
3. A completed copy of SF 55434, "AFFIDAVIT-PROOF OF FINANCIAL RESPONSIBILITY FOR EMPLOYER OR RENTAL VEHICLE,"
4. The completed, original/copy of State Form 43287, ANALYSIS OF TRAFFIC ACCIDENT;
5. At minimum, six (6) pictures (in electronic format, not printed copies) of the State vehicle (Four [4] of the affected area of the vehicle, two [2] of the overall vehicle; and,
6. If it appears that the accident was the fault of the other driver, a letter on facility letterhead from the Superintendent or designee shall be submitted concerning the intentions of the facility in the disposition of damaged vehicle. The letter shall include a written independent estimate of damages and pictures of the damaged areas (if applicable). This estimate shall include an itemized list of the repairs to be made with the estimated cost of the repairs. The facility may have State Motor Pool or a commercial garage make this estimate. If a commercial garage makes the estimate of repair, the facility shall ensure that the garage is aware that it may not complete the repairs until so authorized in writing.

D. Agency Fleet Administrator Responsibilities

Upon receipt of written documentation detailing an accident involving a Department-owned vehicle, the Agency Fleet Administrator shall review the documents for accuracy and completeness. A cover letter addressed to the Attorney General's Office shall be prepared and the available information shall be sent to the Investigations Section within twenty-four (24) hours of receipt. The Agency Fleet Administrator shall maintain file copies of all accidents involving State vehicles and be electronically recorded into the M5 Fleet Focus System.

The Agency Fleet Administrator shall act as a liaison for the Department to the Attorney General's Office and the State Fleet Services.

E. State Vehicle Accident Repairs

State vehicles involved in an accident may be repaired only after receiving written authorization from the Agency Fleet Administrator. Repairs may be delayed due to Tort Claim action against the State or the need for the vehicle inspection by the State Fleet Services.

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In the event the accident is determined not to be the fault of the State, with no personal injuries involved and the expenses to repair the state vehicle does not exceed **\$1000.00**, the facility may proceed to settle with the at fault party's representatives.

NOTE: This does not negate the facility's responsibility to complete the necessary documentation and forward to the Central Office as indicated in subsection B & C above, please note this intention or the settlement in the cover letter.

When a minor accident occurs on Departmental property, a Department-owned vehicle is involved, and there is no damage to private property or personal injuries, the facility may repair the vehicle without obtaining approval from the Agency Fleet Administration. In these cases, the facility shall document the repairs made.

All Department-owned vehicles shall be repaired in a Department-operated garage or other State facilities when possible. The Facility Fleet Coordinator of the facility where the vehicle is assigned shall make arrangements with the nearest Department garage or State facility to make the needed repairs.

VI. COMMERCIAL DRIVER'S LICENSE

A. Possession of a Commercial Driver's License (CDL)

Staff required to operate the following types of vehicles as a condition of employment shall possess a CDL:

1. Any vehicle or combination of vehicles which have a GVWR of 26,001 or more pounds;
2. Any vehicle designed (by the original manufacturer) to transport sixteen (16) or more passengers including the driver; or,
3. Any size vehicle carrying hazardous materials requiring display of a placard.

Driving a Departmentally-owned commercial vehicle solely on facility grounds does not require possession of a CDL type license. However, this staff shall possess a valid Indiana license to drive a motor vehicle.

Prior to driving a commercial vehicle requiring a CDL on a public road, staff shall have a valid CDL with all required endorsements. The staff person's supervisor shall ensure that the staff person has a valid CDL and a copy of this license shall be filed in the staff person's Personnel File.

The Superintendent or designee shall report the required staff CDL information to the designated staff person in the State Personnel - Human Resources. This information shall then be copied, filed and reported to the State Personnel Department CDL Drug and Alcohol Testing Coordinator to include these staff members in the State's CDL,

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Drug and Alcohol Testing Program. The information report from the laboratory shall be completed for this purpose and for updating any applicable information concerning the staff person. The Superintendent or designee shall contact the staff person to ensure that the information on file is accurate minimally on a semi-annual basis. Any changes in the information on file or the information on any new staff hired shall be reported as soon as possible to the Division of Human Resources.

Offenders authorized to drive a commercial vehicle on the grounds of a facility are not required to have a CDL; however, these offenders must possess a valid Indiana license to operate a motor vehicle. Offenders shall not be permitted to operate commercial vehicle on a public road at any time.

B. Obtaining a CDL

Staff hired by the Department for a position in which a CDL is a minimum qualification of the position shall possess a valid Indiana CDL with all appropriate endorsements prior to being offered the position. The Superintendent or designee shall obtain written authorization from the CDL holder to inquire about any drug and alcohol testing information from previous employers for whom the person used a CDL. The required information shall include any alcohol tests with a result of 0.04 alcohol concentration or greater, verified positive controlled substances test results and any refusals to be tested. Whenever possible, this information shall be obtained prior to the staff person operating a commercial vehicle, but no later than fourteen (14) days after the person performs his/her first driving duties. All CDL information obtained is confidential.

The Department shall assist staff hired for a position not requiring a CDL, but who subsequently are requested to obtain a CDL to obtain this license. The Department shall provide the required medical examination and shall reimburse the staff person for the cost of the license. This reimbursement shall include the one time successful completion cost of the following; license, skills and road test, and the cost of providing a vehicle for the test if a Departmental-owned vehicle is not available. The Department shall assume the cost of obtaining any necessary medical examination required to renew a CDL.

C. Required Medical Examinations

In addition to the medical examinations required when obtaining or renewing a CDL, all staff possessing a CDL must have a medical examination every twenty-four (24) months. This period may or may not coincide with the renewal date of the CDL. It shall be the responsibility of the staff person to ensure that any required medical examination is conducted within the required period. The staff person shall advise the immediate supervisor whenever a medical examination is required. The

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supervisor shall notify the facility's Health Care Administrator to make any necessary arrangements for the examination.

Facilities that do not have health care services may contact the Health Care Administrator at the nearest facility with such services to schedule the medical examination. The staff person or the staff person's immediate supervisor may schedule the medical examination; however, any arrangements made shall be communicated to the staff person's immediate supervisor so that necessary schedule adjustments can be made.

If the facility's health care personnel conducts the examination and discovers a medical condition which may impact the staff person's ability to operate a commercial vehicle, the staff person shall be advised to contact his/her personal physician. Facility health care personnel shall not treat any staff medical condition except as provided in the administrative procedure for Policy 04-06-103, "The Development, Implementation and Review of Service Programs."

Each staff person shall obtain any and all necessary form(s) from the Bureau of Motor Vehicles required to report medical examinations. Health Care Services personnel shall conduct the required medical examination and complete all necessary forms. Staff that opts not to use the health care services at a Department facility shall be responsible for any costs associated with the medical examination.

Upon completion of the examination, the facility shall mail the completed examination form to the Bureau of Motor Vehicles in accordance with the instructions provided with the form. The date of the examination and the date the form was mailed to the Bureau of Motor Vehicles shall be recorded in the staff person's Personnel File. The staff person shall advise his/her immediate supervisor when the medical examination is completed and the results submitted to the Bureau of Motor Vehicles.

Each facility with staff required to possess and use a CDL shall develop a Facility Directive to provide the required medical examinations. The disruption to the regular delivery of health care services shall be kept to a minimum.

D. Drug and Alcohol Testing of Staff with a CDL

In accordance with State and Federal regulations, all staff required to operate a commercial vehicle on a public road shall be required to submit to controlled substance and breath alcohol testing. The controlled substances tested for are: marijuana (THC); cocaine; opiates; phencyclidine (PCP); and amphetamines including methamphetamine.

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Staff testing for controlled substances and alcohol shall be conducted in the following circumstances:

1. Pre-employment: each driver/applicant that the Department intends to hire or use shall be tested for controlled substance/alcohol use as a pre-qualification condition;
2. Reasonable cause: staff shall be tested whenever the staff driver's conduct, as witnessed by his/her supervisor or other Department staff trained in the detection of alcohol and controlled substance use, creates reasonable suspicion of alcohol and/or controlled substance use;
3. Random: all staff drivers shall be subject to a random alcohol and controlled substance test program with fifty (50) percent of all staff drivers tested for controlled substance use and twenty-five (25) percent tested for alcohol use annually;
4. Post accident: any staff driver involved in a fatal accident or that received a citation in a U.S. Department of Transportation recordable accident shall submit to a controlled substance test and a breathe alcohol test as soon as possible following the accident;
5. Return-to-duty: any staff driver that has tested positive for controlled substance and/or alcohol use (with a reading of 0.04 BAC or greater) shall submit to a return-to-duty test with negative results prior to returning to the work assignment; and,
6. Follow-up: any staff driver that tested positive for alcohol (result of 0.04 BAC or greater) or controlled substance use, shall submit to a minimum of six (6) follow-up tests within the first twelve (12) months following return-to-duty as prescribed by an evaluating Substance Abuse Professional.

Controlled substance/alcohol testing pursuant to these procedures shall be conducted solely by a vendor contracted with the State Personnel Department. This vendor shall be used to test required CDL holders only. All testing shall be conducted in accordance with the procedures established by the State Personnel Department and all applicable federal statutes.

Staff instructed to submit to a controlled substance or breathe alcohol test shall submit a sufficient sample for testing. Failure to provide a sufficient sample or an unadulterated sample shall be considered the same as receiving a positive test result and shall subject the staff person to disciplinary action, up to and including suspension and termination. Staff may not refuse to be tested. Failure to report for

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testing shall be grounds for disciplinary action, up to and including suspension and termination.

E. Staff and Supervisor Training

Staff hired with a CDL or required to obtain a CDL as a part of their job assignment shall receive appropriate training in alcohol and substance abuse. This training shall be in accordance with the requirements established in Section 382.601 of the federal regulations. The Division of Staff Development and Training shall coordinate the development of such training with the State Personnel Department. This training may be in the form of a written manual.

In addition, staff that supervises CDL holders shall receive training in alcohol/substance abuse. These supervisors shall receive one (1) hour of training in the recognition and signs of alcohol abuse and one (1) hour of training in the recognition and signs of controlled substance abuse. The Division of Staff Development and Training shall coordinate this training.

Documentation of training provided pursuant to these procedures shall be maintained in the staff person's Personnel File.

VII. VIOLATION OF THESE ADMINISTRATIVE PROCEDURES

Any violation of this policy and administrative procedure may result in the State vehicle reassignment and disciplinary action pursuant to the rules and regulations of the State Personnel Department.

VIII. APPLICABILITY

This policy and administrative procedure is applicable to all Department staff, facilities and offices.

signature on file
Bruce Lemmon
Commissioner

Date